Dear Parents, *Date*

I am writing to tell you about an innovative learning experience we are about to undertake in *(name of teacher, period, and class)*. Your son or daughter will be participating in a project entitled *(name of project)*. We will be working on the project for approximately *(duration)* weeks.

The purpose of this project is to *(project purpose)*. You student will be involved in the following activities *(researching, interviewing, presenting, using resources, creating…etc)*.

At the conclusion of the *(name of project)*, students will present to the *(public, audience, experts)* what they have learned. This presentation will take place in the *(location)* and is scheduled for *(date and time)*. We hope you will be able to attend.

Project work requires more resources than traditional teaching. It would be a great help if parents could contribute the following items *(art supplies, city maps, refreshments, expertise, etc)*.

Please contact me if you have any questions about the *(name of project)*. My telephone number at school is *(number)*. The best time to call me is *(time)*. My e-mail is *(teacher@fwps.org)*.

Sincerely,  
*(Name of teacher)*

*(Note: If parent permission is needed, for a film to be viewed, or acknowledgement of receipt, or for 2-way communication, it can be solicited below.)*

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I give permission for my son/daughter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to participate in the *(describe experience or name of project).*   
(print name of son or daughter )

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Signature of parent/guardian Date

**Your permission is necessary before your son/daughter can participate in *(experience)*.**

**Please return to *(teacher’s name)* by *(date)*.   
  
Thank you!**